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Commission Meeting

May 27, 2003 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

MEETING MINUTES

1. PUBLIC COMMENT – None heard at this time

(reopened prior to adjournment – see page 5)

2. CONSENT AGENDA

- Commission Bob Douglas made the motion to approve the Consent Agenda as submitted, Commissioner Mildred H. Johnstone seconded, motion carried 6-0 (this portion of the agenda was heard prior to Gloria Loftus entering the meeting, therefore only 6 members were present).

3. REGULAR AGENDA

3.1. INFORMATIONAL – Director's Report

- Evaluation Update: Considerable time was spent this month streamlining local and statewide evaluation reporting efforts in order to create a systematic integrated approach to facilitate grantee reporting, quarterly reports to the commission, and annual reports to First 5 California. Commission staff is working towards using the evaluation reports with the grantees in June.
- Grantee Cluster Meeting: All grantees, Commission Staff, and Evaluation Consultant, Cathy Minicucci attended the April 30 meeting held at the Coyne Center. First 5 Tehama's evaluation design and the statewide data collection and evaluation system (PEDS) and requirements were reviewed. Minimum reporting requirements were agreed upon. Grantees will be working with Minicucci Associates regarding all evaluation reporting requirements. Grantees will receive support services from a statewide evaluation coach assigned to Tehama County. The Commission will receive quarterly reports and First 5 California will receive an annual report.
- Cinco De Mayo: Our First 5 California booth distributed a variety of informational brochures and resources to 133 Latino families and 62 Caucasian families, and approximately 250 puppets to children, age 5 years and younger.
- School Readiness Initiative (S-R-I) Update: On May 13, Lois Lang, School Readiness Consultant, and Director Snider met with our two School Readiness Sites; Gerber Elementary and Los Molinos Elementary in order to discuss how they could possibly coordinate efforts. It was decided to hire one School Readiness/Early Learning Coordinator for the schools to share and coordinate efforts. Both schools are working with Lang and Associates as they move forward in the proposal process. Proposal applications are due June 15 to First 5 California.

- Kit for New Parents Update / Reaching out and partnering with the faith based community: Staff met with the Latter Day Saints Church Relief Society Representative, Glynn Ann Fry, regarding their potential educational uses for the "Kit". A group of Lead Educators are evaluating the contents of the "Kit" and will get back to staff regarding their commitment.
- System Integration Update: - On May 16 Commission staff attended "Redesigning Child Welfare Services – Regional Community Forum", a one day informational event in Chico. The Child Welfare Services Stakeholders Group formed in July 2000 to create a flexible child welfare system, comprised of public and private partnerships, that provides a comprehensive system of support for families and communities to ensure the well-being of every child. The Stakeholders Group hosted this community forum to share their work and get input from community stakeholders on key aspects of the redesign related to prevention and early intervention strategies. Locally First 5 Tehama will work closely with the Department of Social Services in their redesigning efforts to create an integrated preventative approach for the youngest children in Tehama County.
- Association News: The Strategic Planning Process was completed and three year goals, key performance measures, and six month activities were finalized. The three year goals of the Association are:
 - Achieve and Maintain Financial Stability
 - Advocate and Lead for Children's Issues
 - Develop and Implement an Effective Infrastructure to Provide for Community and Peer Support for Association Members
 - Maintain Capacity for Participation by all Counties in the First 5 California Activities and the Association
 - Achieve a Mutually Beneficial, Respectful, and Supportive Relationship with First 5 California
 - Provide Direct Service to County Commissions
- Commission Summit Date Scheduled: Tuesday, August 5 from 9:00 p.m.-4:00 p.m. at Shasta House at the Calaveras Cement Company in Mountain Gate near Shasta Lake. A continental breakfast and lunch will be provided.

3.2. INFORMATIONAL: Project Updates

GRANTEE.....**Corning Union High School District**
Infant and Toddler Center
Grant TypeCapital Improvement
Site Supervisor.....Michelle Rosauer
Grant Awarded\$ 79,400.00

Project Description:

Expand Corning Infant and Toddler Center, which provides quality care to infants and toddlers and health and social services for families and parent education.

Project Status:

Number of Expanded Child Care Slots Filled:

January: 7 Children
February: 7 Children
March: 8 Children

Number of Parents Served:

January: 11 Parents
February: 11 Parents
March: 12 Parents

The Commission discussed continuing outreaching efforts and the possibility of expanding eligible clients to include the general public who would pay for services. The concern with this expansion idea remains that this does not fit with the current target population. It was concluded that child care needs fluctuate and to continue public education efforts regarding center based services as a quality option for infant and toddler care.

3.3. INFORMATIONAL: Ad-Hoc Evaluation Committee Report

- The Committee met, developed project evaluation protocols for service and community partnerships, and has begun their evaluation process. The Committee will make its report at the June Commission meeting.

3.4. ACTION: Ad-Hoc Nomination Committee – Candidates of Officers for Election

- The Ad-Hoc Nomination Committee's recommendations for officers were heard and elections held:
 - Connie Massie nominated for Chairperson;
 - Mildred H. Johnstone nominated for Vice-Chairperson.No other nominations were heard from the floor.
Commissioner Paula Brown-Almond made the motion to approve the Ad-Hoc Nomination Committee recommendations for Chairperson and Vice-Chairperson as submitted, Commissioner Bob Douglas seconded, motion carried 7 to 0.
- Officers will be installed at the June meeting and begin duties at the August meeting (no Commission meeting in July).

3.5. ACTION: Proposed Annual Budget FY2003-04 (enclosures)

The Financial Committee met and reviewed the draft annual budget and made recommendations. Director Snider incorporated those recommendations into the Proposed Annual Budget. Definitions of various budget breakdown items were explained as individual Commissioners had questions.

Commissioner Christine Applegate made the motion to approve the Financial Committee's recommendation for approval of the Annual Budget as submitted, Mildred H. Johnstone seconded, motion carried 7 to 0.

3.6. ACTION: Application for Matching Funds for Retention Incentives for Early Learning Staff

- Recommend approval of grant application submission for "Matching Funds for Retention Incentives for Early Learning Staff". This two-year pilot project would enable us to match with existing project funds (CCRE) to expand Child Care Retention Incentives to private family child care homes (including Child Care Home Network Providers), private centers, and Head Start.

If selected to participate, we would enter into a memorandum of understanding with the Department of Education as they (Local Child Care Planning Council) are currently administering retention program activities for state subsidized providers and this project would be an expansion of those efforts.

Commissioner Jeannie Jacobs made the motion to approve the submission for “Matching Funds for Retention Incentives for Early Learning Staff”, seconded by Paula Brown-Almond, motion carried 5 with 2 abstentions (Commissioner Bob Douglas and Commissioner Gloria Lofthus).

3.7. ACTION: Call for Proposals – Local Initiative Funding Partners Program 2004

- The “Local Initiative Funding Partners” (LIFP) program is a partnership between the Robert Wood Johnson Foundation® (RWJF) and local grantmakers that supports innovative, community-based projects to improve health and health care for underserved and at-risk populations.

“Local Initiative Funding Partners” provides grants of \$100,000 to \$500,000 per project, which must be matched dollar for dollar by local grantmakers such as the Commission. The application cycle takes a year from submission of an initial concept paper to the awarding of matching grants.

Recommend approval to begin process with the submittal of a concept paper focusing on developmental and behavioral health services of our youngest children in Tehama County utilizing the existing collaborative groundwork that has been laid through the School Readiness Initiative application process. The concept paper focus is aligned with the recommended fund allocation priority areas and has been discussed with the Financial Committee. If selected, this would be a financial commitment of up to \$125,000 per year for four years. Director Snider clarified that the concept being developed would provide services to all children 0-5 regardless of socio-economic status. If selected for funding, the project would be developed and implemented in the two selected School Readiness site areas and grow from there.

Commissioner Bob Douglas moved to begin the process with the submittal of a concept paper with the recommended financial commitment through the “Local Initiative Funding Partners”, Commissioner Gloria Lofthus seconded, motion carried 7 to 0.

3.8. INFORMATIONAL: Commissioner Updates

- Commissioner Paula Brown-Almond: State Preschool currently taking enrollment applications through June also has increased family income eligibility to \$39,000. There are 8 sites in Tehama County serving 232 children.
- Commissioner Bob Douglas: Realignment on child care held in abeyance and will be looked at in another year but for now will be restored to budget at prior year level.
- Commissioner Christine Applegate: Department of Social Service redesign is on the fast track. Funds for a planning grant will pay for a consultant to facilitate the process of local redesign efforts. Planning will be going on over the next four months and she encourages everyone in the child development field to get involved in the process.
- Commissioner Gloria Lofthus: Attended the Child Care Providers Recognition Dinner and thought it was a successful evening. Gloria had the opportunity to sing a song she learned at the dinner at a recent training and although she feels she’s not an accomplished singer many thought she should definitely record the tune. Gloria also reported to the Commission that the Child Care Home Network also has openings for 0-3 year olds.
- Commissioner Mildred H. Johnstone: Also attended the Child Care Providers Recognition Dinner and she too thought it was a nice evening.

- Director Denise Snider: Barbara Loucks has been meeting with First 5 Tehama's media representative Stephan Phippen to cover the grand opening of the Creative Learning Center. The grand opening should be late June or early July, will include a ribbon cutting ceremony, and would be a great opportunity for Commissioners to visit the site.
- Director Snider has received a survey tailored for Commissioners participation in evaluating the implementation of Prop 10 from UC Riverside's Center for Social and Behavioral Science Research. The objective of the study is to produce useful information that can be used to advance the work of Prop 10. The survey was handed out after the meeting.

PUBLIC COMMENT: (Reopened)

Jan Maurer-Watkins, Northern Valley Catholic Social Services, asked to reopen Public Comment. There were no objections by the Commission. Jan Maurer-Watkins objected to the approved minutes of April 29, 2003. She was shocked at the Commission's approval of inaccurate minutes that were now public record. Her objections were regarding how her public comment was reflected in the minutes. She felt the minutes inaccurately represented her comment which was disagreement with Director Snider's evaluation of services at the Family Resource Center and therefore agreed that an Ad-Hoc Project Evaluation Committee review was in order. After discussion, Commissioner Bob Douglas made the motion to approve amending the public comment section of the minutes to include: *while she does not agree with the evaluation of services as described by Director Snider, Jan Maurer-Watkins agrees with Director Snider's suggestion of an Ad-Hoc Project Evaluation Committee review of the Family Resource Center (FRC)*, Commissioner Mildred H. Johnstone seconded, motion carried 7 to 0.

No other public comment was heard.

3.9. ADJOURNMENT: Vice-Chair Connie Massie adjourned the meeting at 4:15 p.m.

Next meeting is scheduled for June 24, 2003.

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).

Meeting minutes submitted by

Rhonda Meadows
Commission Secretary